

**CITY OF ANNAPOLIS**  
**Department of Neighborhood and Environmental Programs**

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## Department of Neighborhood and Environmental Programs

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### Fund Support:

General Fund

### Description:

The Department of Neighborhood and Environmental Programs, the quality of life department, is made up of two divisions, Code Enforcement and Environmental Programs. Code Enforcement is responsible for licensing, permitting and inspections relating to all facets of code enforcement including, but not limited to, construction, rental housing, zoning, construction trades. Environmental Programs is responsible for the enhancement of the environment through projects and programs including, but not limited to, urban forest, "Clean Air Initiatives", sustainability Port Wardens, stormwater management, sediment and erosion control, grading permits and industrial pretreatment.

### Mission:

Maintain and improve the neighborhoods and environment of the City through innovative, consistent and effective environmental programs and code enforcement.

### Services:

- Permits and inspections of all construction of a cost of \$500 or higher to promote safety and code compliance.
- License and inspect all rental housing to ensure safe and sanitary living conditions.
- License all contractors and related construction trades doing business in the City.
- Inspect and enforce zoning regulations as set forth in the City Code.
- Permits, inspects and educates the waste water pretreatment of certain commercial establishments.
- Regulates the stormwater management and sediment and erosion control programs.

- Educates citizens about the NPDESII, sediment and erosion control and stormwater management programs.
- Maintains and enhances the City's urban forest.
- Promotes the City's energy task force, sustainability and "Clean Air Initiatives".
- Regulates private solid waste collection.

### Goals & Objectives:

- Enhance staff and office space integration.
  - Update pay classifications and job descriptions.
  - Update code, fees, and literature.
  - 24/7 permit office.
- Provide innovative, consistent and effective code enforcement.
  - 24/7 permitting and inspections.
  - Continual staff training.
  - Improve code enforcement.
- Provide innovative, consistent and effective Environmental Programs.
  - Sustainability.
  - Tree Program/Environmentalist.
  - Improve residential and commercial recycling/Environmental Program Coordinator.
- Provide prompt, open, professional, courteous, forward-thinking customer service.
  - Technical improvements.
  - Customer service training.
  - Update housing brochures.
- Implementation of green building code and environmentally preferred purchasing program.
  - Adopt green building standards.
  - Implement environmental purchasing program.
  - Bi-monthly environmental public access program.

## Department of Neighborhood and Environmental Programs

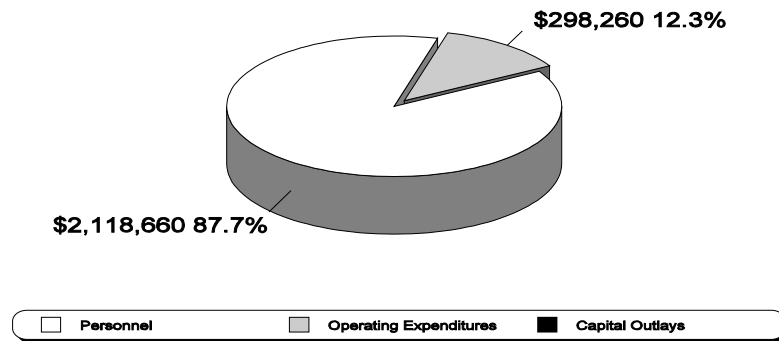
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### Performance Indicators:

	<i><u>FY 2008 Actual</u></i>	<i><u>FY 2009 Adopted</u></i>	<i><u>FY 2010 Goal</u></i>
Adopt revised pay classifications .....	90%	100%	100%
Complete code revisions .....	90%	90%	100%
In and operating .....	50%	50%	100%
24/7 permitting .....	75%	100%	100%
Continual staff training .....	95%	95%	100%
Improve code enforcement .....	3 weeks	3 weeks	2 weeks
Sustainability program .....	10%	100%	100%
Tree program/West Street .....	new	50%	50%
Recycling brochure .....	new	100%	100%
Installation and operating CRW .....	75%	100%	100%
Annual customer service training .....	100%	100%	100%
Housing brochure .....	n/a	100%	100%
Adopted green building workshop .....	n/a	100%	100%
Reusable bag program and workshop .....	50%	100%	100%
Environmental cable shows .....	50%	100%	25%

<i><b>Budget Summary</b></i>	<i><b>FY 2008 Actual</b></i>	<i><b>FY 2009 Adopted</b></i>	<i><b>FY 2010 Adopted</b></i>	<i><b>Percent Change</b></i>
Personnel	\$2,008,650	\$1,924,950	\$2,118,660	10.06%
Other Operating Expenditures	369,000	348,260	298,260	-14.36%
<b>Total Expenditures</b>	<b>\$2,377,650</b>	<b>\$2,273,210</b>	<b>\$2,416,920</b>	<b>6.32%</b>

**Department of Neighborhood & Environmental Programs**  
*Budget By Expenditure Type*



Because the Department of Neighborhood and Environmental Programs consists of only one major division, a comparison of divisional budgets is not applicable.

## Department of Neighborhood and Environmental Programs Staffing Summary

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	<i><b>FY 2008 Actual</b></i>	<i><b>FY 2009 Adopted</b></i>	<i><b>FY 2010 Adopted</b></i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Personnel	22	21	22
<b>Department Total</b>	<b>22</b>	<b>21</b>	<b>22</b>

### Staffing Summary By Position - FY 2010 Permanent Positions

	<u>Total FTE</u>		<u>Total FTE</u>
<i>Neighborhood and Environmental Programs:</i>		<i>continued:</i>	
Director .....	1	Electrical Inspector .....	1
Assistant Director .....	1	Housing Inspector .....	2
Administrative Office Associate .....	1	Permits Associate .....	1
Chief Code Enforcement .....	1	Life Safety/Mechanical Inspector .....	1
Chief Environmental Programs .....	1	Architectural Plans Reviewer .....	1
Stormwater Management Engineer .....	1	Environmental Program Coordinator .....	1
Senior Housing Inspector .....	1	Environmentalist .....	1
Building Inspector .....	2	Zoning Enforcement Officer .....	1
Plumbing/Utility Inspector .....	1	Permits Administrator .....	1
Combination Inspector .....	1	Environmental Compliance Inspector .....	1

### Contractual and Temporary Positions

The Department of Neighborhood and Environmental Programs has various temporary and/or contractual positions. These positions consist primarily of General Clerical positions and Temporary Inspectors.